CRESSIONAL SERVICES, INC.



Alabama **BOARD OF COSMETOLOGY & BARBERING**

Natural Hair Stylist

Candidate Handbook May 2015

Introduction

STEP ONE: COMPLETE APPLICATION

Apply for Licensure with Alabama Board

STEP TWO: TAKE EXAMINATIONS

- Pass Theory Examination with PSI
- Register for Practical Examination with PCS
- Take Practical Examination with PCS

CONTACT INFORMATION

Professional Credential Services (PCS)

Regular Mailing Address

Attn: Alabama Coordinator

P.O. Box 198768

Nashville, Tennessee 37219-8768

Courier Mailing Address

Attn: Alabama Coordinator 150 Fourth Avenue North

Suite 800

Nashville, Tennessee 37219

Customer Service: (888) 822-3272

Email: alcos@pcshq.com

Website: http://www.pcshq.com

Alabama Board of Cosmetology and Barbering

Regular Mailing Address

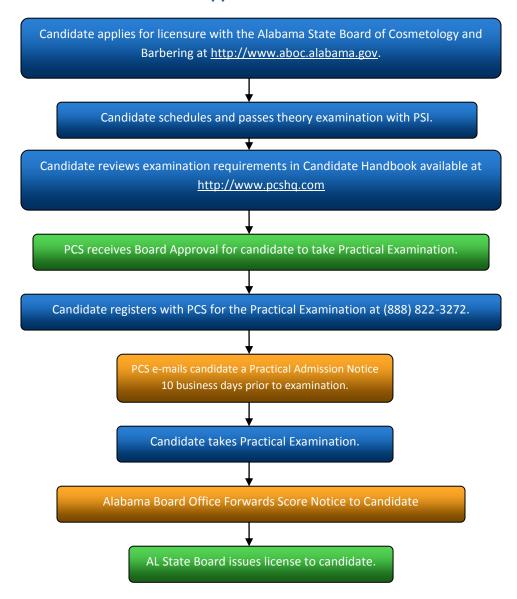
RSA Union Building 100 North Union Street, Suite 324 PO Box 301750

Montgomery, Alabama 36130-1750

Telephone: (334) 242-1918 Toll-free: (800) 815-7453 Fax: (334) 242-1926

Website: http:/www.aboc.alabama.gov
E-mail: cosmetology@aboc.alabama.gov

Application Process



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Introduction

The Candidate Handbook is intended to help you to prepare and to understand the processes and procedures for applying for licensure and for scheduling your examination(s). The Alabama Board for Cosmetology and Barbering (the "Board") is responsible for licensing and regulating the profession of Natural Hair Stylist in the State of Alabama. The Board has contracted with Professional Credential Services ("PCS") to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations. Any questions regarding your application or eligibility should be directed to the State Board office. The State Board will have the final authority to approve the issuance of a license.

State Licensure Requirements

Eligibility Requirements

If you wish to obtain a license in the state of Alabama, please contact the Alabama State Board office at (800) 815-7453 or visit http://www.aboc.alabama.gov.

Reinstatement/Reciprocity

If you wish to reinstate your expired Alabama license or receive reciprocity, please contact the Alabama State Board office at (800) 815-7453 or visit http://www.aboc.alabama.gov.

Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit a request to the Alabama State Board office.

Practical Examination Dates

2015

Ste	Exam Date	Application Deadline	Site	Exam Date	Application Deadlin
North A	1/5/2015	12/15/2014	Mo	1/26/2015	1/5/2015
	2/2/2015	1/12/2015		2/23/2015	2/2/2016
	3/2/2015	2/9/2015		3/16/2015	2/23/2015
	4/6/2015	3/16/2015		4/20/2015	3/30/2015
	5/4/2015	4/13/2015		5/18/2015	4/27/2015
	6/1/2015	5/11/2015		6/15/2015	5/25/2015
	7/6/2015	6/15/2015	Mobile	7/20/2015	6/29/2015
Alabam	8/3/2015	7/13/2015		8/17/2015	7/27/2015
7	9/14/2015	8/24/2015	13	9/21/2015	8/31/2015
Ī	10/5/2015	5/14/2015		10/19/2015	9/28/2015
-	11/2/2015	10/12/2015	- 3	11/16/2015	10/26/2015
1	12/7/2015	11/16/2015		12/21/2015	11/30/2015
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	Exam Date 1/26/2015 2/9/2015 3/9/2015 4/13/2015 5/11/2015	Application Deadline 1/5/2015 1/19/2015 2/16/2015 3/23/2015 4/20/2015		Exam Date 1/26/2015 2/23/2015 3/23/2015 4/27/2015 5/18/2015	Application Deadlin 1/5/2015 2/2/2015 3/2/2015 4/5/2015 4/27/2015
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	Exam Date 1/26/2015 2/9/2015 3/9/2015 4/13/2015 5/11/2015 6/22/2015 7/13/2015	Application Deadline 1/5/2015 1/19/2015 2/16/2015 3/23/2015 4/20/2015 6/1/2015 6/22/2015		Exam Date 1/26/2015 2/23/2015 3/23/2015 4/27/2015 5/18/2015 6/22/2015 7/27/2015	Application Deadlin 15/2015 27/2015 3/2/2015 4/5/2015 4/27/2015 6/1/2015 7/6/2015
	Exam Date 1/26/2015 2/9/2015 3/9/2015 4/13/2015 5/11/2015 6/22/2015 7/13/2015 8/10/2016	Application Deadline 1/5/2015 1/19/2015 2/16/2015 3/23/2015 4/20/2015 6/1/2015 5/22/2015 7/20/2015		Exam Date 1/25/2015 2/23/2015 3/23/2015 4/27/2015 5/18/2015 6/22/2015 7/27/2015 8/24/2015	Application Deadlin 1/5/2015 2/2/2015 3/2/2015 4/5/2015 4/2/7/2015 6/1/2015 7/5/2015 8/3/2015
Site	Exam Date 1/26/2015 2/9/2015 3/9/2015 4/13/2015 6/12/2015 6/22/2015 7/13/2015 8/10/2015	Application Deadline 1/5/2015 1/19/2015 2/16/2015 3/23/2015 4/20/2015 6/1/2015 5/22/2015 7/20/2015 8/24/2015		Exam Date 1/26/2015 2/23/2015 3/23/2015 4/27/2015 5/18/2015 6/23/2015 7/27/2015 8/24/2015 9/28/2015	Application Deadlin 115/2015 20/2015 3/2/2015 4/5/2015 4/5/2015 5/7/2015 8/3/2015 9/7/2015

Practical Examination Registration

Examination Fees

Practical Examination fees are paid directly to the Alabama Board Office

Registration

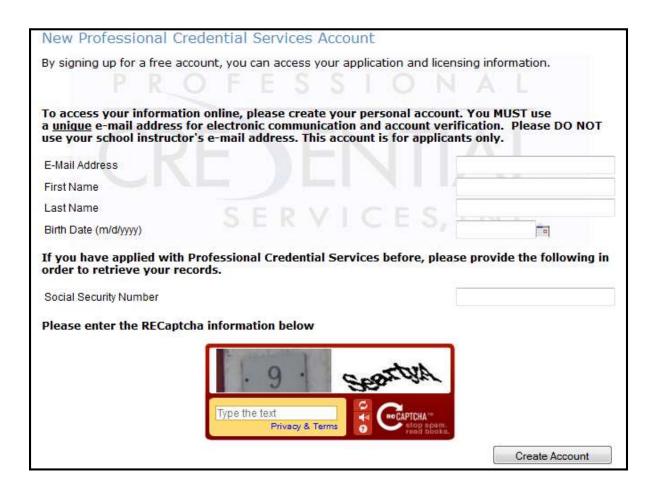
Once you have passed the Theory Examination with PSI and paid for your practical exam, the Alabama Board Office will forward an Approval File to PCS so that you can register with PCS for the Practical Examination. You must register online at http://www.pcshq.com (steps for online registration are outlined on pages 8 - 9).

! You must register with PCS using your legal name – the name which appears on your current government issued photo identification (i.e. Driver's License, State Issued ID Card).

PCS Account Set-Up

Before you are able to complete an online registration with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

- 1. Go to http://www.pcshq.com
- 2. Click Applicants & Candidates
- 3. Click Cosmetology & Barbering
- 4. Click Alabama
- 5. Click Natural Hair Stylist
- 6. Click Create an Account (First Time)
- 7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
- 8. Enter RECaptcha information as prompted; click Create Account
- 9. Check your e-mail account for a PCS system generated e-mail.
- 10. Click link in e-mail to verify account information and create PCS password.
- 11. Click Enable Account



PCS Registration

Once you have created your PCS account, you are then ready to complete the online application. To do so, please follow the steps below.

- 1. Complete steps 1-6 listed above.
- 2. Enter e-mail address and password provided during account set-up.
- 3. You are now in the online application; select appropriate license type (i.e. Cosmetology, Esthetician, etc.).
- 4. Enter Contact Information (Name, Address, and Telephone) valid E-mail address, and select School Attended and enter Graduation Date in appropriate fields; click Next.
- 5. Choose the examination region and date; click Next.
- 6. Answer Confirmation Agreement; click Next.

Registration is now complete. The system will take you directly to your Homepage.



PCS Candidate Homepage

- 1. Go to http://www.pcshq.com
- 2. Click Client Portal
- 3. Enter e-mail address and password
- 4. Click Log In

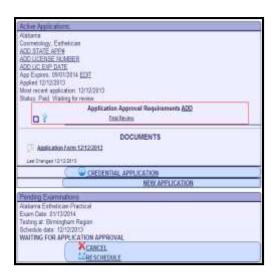


Registration Status

You may check the status of your online registration 24/7 by logging into your PCS account.

Unapproved Registration

- Registration will show a question mark by "Final Review"
- Practical Exam Date will state "Waiting for Application Approval"



Approved Registration

 As long as PCS has received Board Approval, your Registration will be approved by PCS for the Practical Examination within three business days.



Reprinting Admission Letter

If you do not receive your Practical Admission Notice at least 5 business days prior to your scheduled date or if you have misplaced your Practical Admission Notice, you may reprint this document at any time by logging into your PCS Homepage.

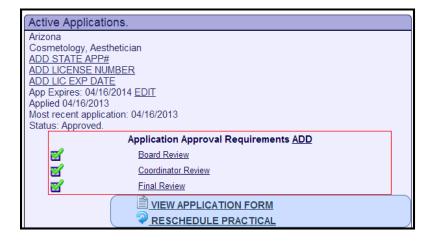
• Click **Print Score Notice** option next to item you wish to reprint a score notice.



Examination Rescheduling

If you do not attend your scheduled Practical Examination date or if you fail the examination, you must reschedule by sending payment to the Alabama Board Office. Once you have rescheduled with the State Board, they will forward another Approval to PCS. At this point, you may reschedule your Practical Examination online at http://www.pcshq.com.

Click Reschedule Practical under Active Applications.



Registration Approval Process

Once an online registration has been completed, PCS will review this registration and confirm that Board Approval has been received. As long as Board Approval has been received, PCS will approve your registration for the Practical Examination. As long as Board Approval and registration are received by the deadline date outlined on page seven of this Handbook, you will receive your requested date.

Examination Notification

1. A Practical Admission Notice confirming your assigned date, time, and location will be sent via email 10 business days prior to your examination date.

! If you do not receive an e-mail at least five business days prior to your requested examination date, it is your responsibility to check your PCS account and reprint this information. If you are unable to access your account, it is your responsibility to contact PCS at (888) 822-3272.

Rescheduling Policy

Rescheduling is not permitted unless you are hospitalized or involved in a traffic accident on the way to the test center which prevents you from arriving on time. In these cases, e-mail documentation to your coordinator at alcos@pcshq.com or upload documentation onto your homepage. PCS will review this documentation with the State Board Office and advise you of the procedure to reschedule your examination.

Inclement Weather Policy

In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS. If a test center is open for testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and pay the appropriate fee to the Alabama State Board Office. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS at (888) 822-3272 to make inquiries regarding the practical examination.

Examination Day Requirements

What do I need to take with me to the examination?

- Admission Notice
- A current 2" x 2" passport type photo
- Two (2) forms of identification with one form must be a government issued photo id (see below)
- Examination Supplies

If you fail to bring these items, you will not be allowed to take the examination and you will forfeit your examination fee.

Acceptable Forms of Identification

Both forms of Identification must be listed under the same name that is listed on your PCS account.

Primary ID (current, non-expired Governments Issued ID)

- State issued Driver's License
- State issued Identification Card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

Secondary ID (signature, non-expired)

- Credit Card or Debit (ATM) Card
- Social Security Card
- US issued Birth Certificate
- An alternate form of Primary ID (i.e. if you have a Driver's License, you can bring your US Passport as a Secondary ID)

Arrival

You must arrive at the test center at least thirty (30) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test.

General Examination Policies

Security Policy

Suspected security breaches during either the theory or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. **No visitors, guests or children are allowed in the test center.**

Copyrighted Examination Questions

All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

Prohibited Items

No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment, smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. PCS is not responsible for <u>any</u> personal items brought to the examination site.

Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.

Examination Results

Score Notices

An official score notice will be forwarded to you from the State Board Office within three (3) weeks of your examination. If you fail the examination, you will also receive information on how to reschedule from the State Board Office.

State Score Requirements

When you pass the Practical Examination, the State Board Office will automatically send a "Congratulations" letter along with information on how to submit your licensure fee to their office. Once this fee has been received, the State Board Office will issue your license.

Change of Information

Directions

Complete the following form – all applicable areas of this form should be completed in order for PCS to properly locate and update your account.

If you need to update your name, you must provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change.

Email: alcos@pcshq.com

Print your name as it appears on your Applica	ation below.		
Name:			
Street:			
City:	State:	Zip:	
Print your updated name or address below.			
Name:			
Street:			
City:	State:	Zip:	
Print Social Security Number:		_	
Sign and Date your Request:			
Signature:		_ Date:	

Formal Complaints

Directions

If you have a complaint regarding any aspect of the application and examination process, you must submit a formal written complaint. Complaints regarding examinations must be mailed or emailed to PCS within 48 hours of incident. Written complaint must include the following information.

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable

Send Complaint to:

- 1. Email: alcos@pcshq.com
- 2. Professional Credential Services, Inc.

Attn: Alabama Cosmetology

P.O. Box 198768

Nashville, Tennessee 37219-8768

Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A reply will be sent to you within 5-7 business days.

State Practical Examination Guidelines

The Alabama State Board of Cosmetology and Barbering requires you to be examined on the following services on the practical examination:

Core Domain Services

- Set Up and Client Protection
- Invisible/Overhand Braid
- Visible/Underhand Braid
- Sew-On Method
- Bonded Method
- Extension to Invisible Braid
- Extension to Visible Braid

Mannequins

A mannequin is required for all services. Please see Practical Examination Supplies

Aerosol Products

You are not permitted to use aerosol products at anytime during the examination.

Kit Size

Recommended kit size is no larger than 30" x 30". For safety reasons, all kits must fit completely under the table areas.

Practical Examination Supplies

Recommended General Supplies	Visible/Underhand Braid Supplies		
ALL SUPPLIES MUST BE LABELED IN ENGLISH	☐ small rubber bands☐ bobby pins		
 □ dry storage kit/container □ hand sanitizer □ mannequin head(s) and a table clamp* (pre-marked mannequin head(s) are NOT permitted) □ a towel to place between the clamp and the table □ EPA registered disinfectant that demonstrates bactericidal, fungicidal and virucidal properties must be used □ disposal bag for waste materials □ cloth and paper towel(s) □ neck strip(s) □ shampoo cape (child size is appropriate for mannequin) □ hair clamp(s) □ comb(s) □ hair brush(es) □ spray bottle □ gel □ spatulas □ scissors □ first aid supplies (blood spill kit) □ tape 	weft of hair		
Invisible/Overhand Braid Supplies			
□ small rubber bands □ bobby pins			

Important Instructions

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use
 throughout the examination. Candidates will also set up the supplies for the invisible/overhand braid section of this
 examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination.
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the
 practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill
 candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your
 dismissal from the examination.
- Cellular phones, pagers, any electronic device, printed materials, and handwritten notes are NOT permitted in the
 examination room. Talking to other candidates or any examiner is strictly prohibited. Failure to comply with any of
 these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities.
 Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal
 opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an
 emergency situation please ask to speak with the supervisor.
- Manufacturer's labels are required on all disinfectants and sanitizers. An EPA registered disinfectant that
 demonstrates bactericidal, fungicidal and virucidal properties must be used. Simulated products are NOT allowed for
 disinfectants and hand sanitizers.

Mannequin(s)

You are required to bring a mannequin head(s), it is the candidate's responsibility to appear at the practical examination with their mannequin head(s).

Mannequin heads that have been purchased pre-sectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination.

Set Up and Client Protection (10 minutes)

Verbal Instructions:

"You will now set up the general supplies that you will use throughout your examination." "You will also set up the invisible braid supplies." "You will be observed for client protection, safety and infection control procedures." "You will have 10 minutes to complete this section." "You will be informed when you have 5 minutes remaining."

- (1) "The instructions will be repeated."
- (2) "You may begin set up."

Invisible/Overhand Braid (15 minutes)

Verbal Instructions:

"You will now perform the invisible braid section of this examination in the right front section of the head." "You will divide the head into three sections, dividing from ear to ear and from crown to forehead." "You will be instructed to remove the braid." "You will be observed for client protection, safety and infection control procedures." "You will have 15 minutes to complete this section." "You will be informed when you have 8 minutes remaining."

- (1) "The instructions will be repeated."
- (2)"You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Implements are clean and sanitary
- Uses a neck strip or towel
- Applies drape securely
- Analyzes scalp and hair

Demonstration of Invisible/Overhand Braid

- Section parted for three strand braid
- Partings are visibly straight and amounts of hair separated are consistent
- Braid is invisible and uniform
- Strands of hair are overlapping on top of each other
- Proper tension is used
- Ends of braid are secure

Examiners will read the following to each candidate:

"Please demonstrate removing the braid."

- Starts at end of braid and works toward scalp to remove braid
- _

Safety and Infection Control

Maintains hands and work area in a safe and sanitary condition

Visible/Underhand Braid (15 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the visible braid section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the visible braid section of this examination in the right front section of the head." "You will be instructed to remove the braid." "You will be observed for client protection, safety and infection control procedures." "You will have 15 minutes to complete this section." "You will be informed when you have 8 minutes remaining."

- (1) "The instructions will be repeated."
- (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Implements are clean and sanitary
- Uses a neck strip or towel
- Applies drape securely
- Analyzes scalp and hair

Demonstration of Visible/Underhand Braid

- Section parted for three strand braid
- Partings are visibly straight and amounts of hair separated are consistent
- Braid is visible and uniform
- Three strand braid is woven under center strand
- Proper tension is used
- Ends of braid are secure

Examiners will read the following to each candidate:

"Please demonstrate removing the braid."

 Starts at end of braid and works toward scalp to remove braid

Safety and Infection Control

 Maintains hands and work area in a safe and sanitary condition

Sew-One Method (15 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the sewon method section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the sew-on method section of this examination." "You will create a horizontal cornrow in the nape section of the head." "You will attach the weft of hair to the cornrow track." "You will be instructed to remove the weft of hair." "You will be observed for client protection, safety and infection control procedures." "You will have 15 minutes to complete this section." "You will be informed when you have 8 minutes remaining."

- (1) "The instructions will be repeated."
- (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Implements are clean and sanitary
- Uses a neck strip or towel
- Applies drape securely
- Analyzes scalp and hair

Demonstration of Sew-On Method

- Section parted for three strand braid
- Measures width of weft according to sub-section
- Creates horizontal cornrow on which weft will be sewn
- Sews track between nape and occipital area
- Sews weft to cornrow track safely
- Weft is tight and secure
- Proper tension is used
- Ends of braid are secure

Examiners will read the following to each candidate:

"Please demonstrate removing the extension and cornrow track."

- Cuts cord without cutting hair for weft removal
- · Cuts each stitch without cutting hair

Safety and Infection Control

Maintains hands and work area in a safe and sanitary condition

Bonded Method (15 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the hair bonded method section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the bonded method section of this examination in the nape section of the head." "You will be instructed to remove the weft of hair." "You will be observed for client protection, safety and infection control procedures." "You will have 15 minutes to complete this section." "You will be informed when you have 8 minutes remaining."

Candidates will be evaluated on the following tasks:

Preparation

- Implements are clean and sanitary
- Uses a neck strip or towel
- Applies drape securely
- Analyzes scalp and hair

Demonstration of Bonded Method

- Section parted for weft application
- Width of subsection is as long as extension needed
- Measures extension properly
- Weft with adhesive is applied ¼ inch from scalp
- Uses blow dryer on medium heat to dry adhesive
- Weft is tight and secure

Examiners will read the following to each candidate:

"Please demonstrate removing the extension and bonding adhesive."

Uses manufacturer's bond remover to remove weft

Safety and Infection Control

Maintains hands and work area in a safe and sanitary condition

Extension to Invisible Braid (15 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the extension to invisible braid section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the extension to invisible braid section of this examination to the left front section of the head." "You will be instructed to remove the extension." "You will be observed for client protection, safety and infection control procedures." "You will have 15 minutes to complete this section." "You will be informed when you have 8 minutes remaining."

- (1) "The instructions will be repeated."
- (2) "You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Implements are clean and sanitary
- Uses a neck strip or towel
- Applies drape securely
- Analyzes scalp and hair

Demonstration of Extension to Invisible Braid

- Section parted for three strand braid
- Three strands are equal in size
- Adds hair to braid
- Maintains equal size and form
- Proper tension is used
- Braid is invisible
- Hair appears smooth and consistent throughout braid
- Braid is tight and uniform
- Ends of braid are secure

Examiners will read the following to each candidate:

"Please demonstrate removing the extension."

Starts at end of braid and works toward scalp for extension removal

Safety and Infection Control

Maintains hands and work area in a safe and sanitary condition

Extension to Visible Braid (15 minutes)

Verbal Instructions for Set Up:

"You have 2 minutes to remove the supplies from your kit for the extension to visible braid section of this examination. Please do not begin any procedures until the verbal instructions have been read and you are instructed to begin. You may begin set up."

Verbal Instructions:

"You will now perform the extension to visible braid section of this examination to the left front section of the head." "You will be instructed to remove the extension." "You will be observed for client protection, safety and infection control procedures." "You will have 15 minutes to complete this section." "You will be informed when you have 8 minutes remaining."

- (1) "The instructions will be repeated."
- (2)"You may begin."

Candidates will be evaluated on the following tasks:

Preparation

- Implements are clean and sanitary
- Uses a neck strip or towel
- Applies drape securely
- Analyzes scalp and hair

Demonstration of Extension to Visible Braid

- Section parted for three strand braid
- Three strands are equal in size
- Adds hair to braid
- Maintains equal size and form
- Proper tension is used
- Braid is visible
- Hair appears smooth and consistent throughout braid
- Braid is tight and uniform
- Ends of braid are secure

Examiners will read the following to each candidate:

"Please demonstrate removing the extension."

Starts at end of braid and works toward scalp for extension removal

Safety and Infection Control

Maintains hands and work area in a safe and sanitary condition

Candidate Summary and Final Cleanup

Verbal Instructions:

"This concludes the national practical examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination."

Natural Hair Braider References

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Pivot Point International, Inc. Evanston, IL 60201 (800) 886-4247

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NIC, Inc., October 2002

www.nictesting.org

INFECTION CONTROL AND SAFETY STANDARDS – Please visit NICTESTING.ORG